

24 May 1971

MEMORANDUM FOR: Deputy Directors and Staff Chiefs

**SUBJECT : Annual OMB Management
Improvement Plans/Report**

REFERENCES :

- a. Memo to DD/S Plans Staff dated 21 December 1970, Subject: Implementation of OMB Circular A-44 (Revised), dated 16 February 1970, from Director of Security
- b. Memo from DD/S Plans Staff, same subject as above, to Director of Security, dated 20 May 1971
- c. Agency Management Improvement Program - Implementation Instructions

1. On 21 December 1970 (Reference a) we furnished the Chief, DD/S Plans Staff, some of our more significant Management Effectiveness and Cost Reduction Goals for FY 1971 in compliance with OMB Circular A-44 (Revised) dated 16 February 1970.

2. The Chief, DD/S Plans Staff, has advised us that a Consolidated Directorate Management Improvement Plan/Report

SECRET

Implementing OMB Circular A-44 (Revised) is due in the DD/S by 18 June 1971 (see Reference b). This Report/Plan will be submitted in the format similar to the attached samples (Reference b):

a. Annual Management Improvement Plan (FY 1972)

- (1) Management Effectiveness Goals
- (2) Cost Reduction Goals

b. Annual Management Improvement Program

- (1) Management Effectiveness Accomplishments (FY 1971)
- (2) Cost Reduction Accomplishments (FY 1971)

3. Particular attention is invited to Paragraph 2, Reference b, relative to items previously reported and to the comment regarding plans.

4. Reference c is attached for information purposes to show the distinction between "Management Effectiveness" and "Cost Reduction". A copy of OMB Circular A-44 (Revised) can be furnished to you upon request.

5. It would be appreciated if all Directorates and Staff Chiefs submit their reports to this Division on or before 11 June 1971 so that a consolidated report may be submitted by the due date.

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Chief, Executive and Planning Division

Attachments

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